

DUTY STATEMENT

GS 907T (REV. 03/03)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

OAH-11817

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Administrative Hearings		POSITION NUMBER (Agency - Unit - Class - Serial) 306-662-1139-037	
2. UNIT NAME AND CITY LOCATED Special Education - Sacramento		3. CLASS TITLE Office Technician (Typing)	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00am to 5:00pm		5. SPECIFIC LOCATION ASSIGNED TO 2349 Gateway Oaks Drive, Suite 200	
6. PROPOSED INCUMBENT (If known)		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-662-1139-037	
<p>The Department of General Services' (DGS) and Office of Administrative Hearings' (OAH) Core Values and Employee Expectations are key to the success of OAH's Mission. That mission is to "provide a neutral forum for fair and independent resolution of administrative matters, ensuring due process and respecting the dignity of all." DGS/OAH employees are to adhere to OAH's Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p>			
<p>8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general direction of the Staff Services Manager I, the Office Technician (Typing) (OT) performs the full range of OT work for the Special Education Administrative Law Judges (ALJs) and Presiding ALJs at OAH. The work requires learning the administrative adjudicatory process relating to special education and the legal procedures related to mediations and due process hearings, and the ability to identify due process complaints and mediation documents.</p>			
9. Percentage of time performing duties		10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
30%		<p>ESSENTIAL FUNCTIONS</p> <p>In accordance with the Individuals with Disabilities Education Act, Education Code, California Department of Education (CDE) rules, regulations and guidelines, and standard procedures governing SE matters for OAH, performs the full range of duties described below.</p> <p>The incumbent will learn how to master and utilize the OAH Practice Manager system (PM), Outlook, Nuance PDF Converter Professional, Faxination, Microsoft Word and Excel and other related applications to manage an entry-level caseload.</p> <p>Examples of cases the incumbent manages includes, but is not limited to: Los Angeles Unified School District (LAUSD) cases, Mediation Only cases, and processing faxination.</p> <p>In order to open and schedule cases for hearing, the incumbent will learn how to:</p> <ul style="list-style-type: none"> • Prepare electronic case files by ensuring cases are properly opened and scheduled according to statutory, regulatory and office performance requirements for the specific type of matter by inputting information regarding parties, hearing dates, agencies, and other case related information into PM for CDE's SE Program for all OAH SE regional offices within required timelines. • Ensure that cases are properly opened and scheduled according to specific procedures for LAUSD and Mediation Only cases. • Prepare and issue scheduling orders and notices and proofs of service using PM to properly notify parties of initiated due process activity. • Ensure that the hearing calendar within case reflects the current and correct status. 	
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Jennifer Haley		SUPERVISOR'S SIGNATURE DATE	
12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE DATE	

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.</p> <p>Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.</p> <p>SPECIAL REQUIREMENT <u>Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</u></p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none">• Education equivalent to completion of the 12th grade• Ability to communicate in a clear, concise manner.• Ability to handle confidential information with tact, diplomacy, discretion and good judgment.• Knowledge of, and proficiency in, the Microsoft Office Suite which includes Word, Excel and Outlook.• Ability to operate various office machines and software applications.• Flexibility and ability to organize, set priorities and handle changing assignments.• Ability to prepare correspondence, independently utilizing a wide knowledge of vocabulary, grammar and spelling.• Ability to understand and carry out directions.• Ability to proof read.• Good attendance record and history of punctuality <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none">• A demonstrated interest in assuming increasing responsibilities.• Possesses good organizational skills and work habits including dependability, punctuality and attendance.• Possesses a high level of personal integrity, mature judgment, loyalty, poise, tact and discretion.• Exhibits professional working methods and ability to deal tactfully and effectively in a busy office environment.• Excellent organizational and memory skills.• Establishes and maintains cooperative working relationships.• Uses initiative and works independently. <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none">• Standard office setting.• Daily and frequent use of a personal computer and a variety of office software applications at a workstation.• Occupies an office workstation for extended periods of time.• Appropriate dress for the office environment, consistent with office policy. <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none">• Able to lift up to 15 pounds of items such as office supplies, files, books, and manuals, and move heavier supplies using a hand cart.• Move about the office, stand, reach, stoop or bend.• Use fine motor skills for computer or office machine use.• Hears, sees, reads, writes and speaks in a clear and concise manner. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none">• Effectively manage stress associated with multiple projects and assignments under short time constraints. <p>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.</p>

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